



City of Bothell™

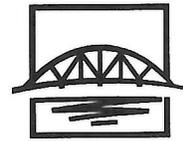
**CIVIL SERVICE COMMISSION
CITY OF BOTHELL**

**Regular Meeting
AGENDA**

Wednesday, October 18, 2017
City Hall – Room 127
5:30 PM

1. Call to Order
2. Roll Call
3. Review of Minutes from July 26, 2017 meeting
4. Review of Minutes from September 20, 2017 meeting
5. New Business
 - A. Proposed Foreign Language Proficiency Testing
 - B. Change to 2018 Battalion Chief Promotional Process
6. Reports
 - A. Personnel Change Notices available for review
7. Adjournment

MEMORANDUM
Fire and E.M.S.



City of Bothell™

DATE: October 18, 2017
TO: Civil Service Board
FROM: Bruce Kroon, Fire Chief

SUBJECT: Change to 20018 Battalion Chief Promotional Process

The Fire Department respectfully requests to modify the promotional process and its subsequent scoring.

Upon review and discussion with members of my Senior Staff, I would like to remove the written exam from the process. I do not find that it adds value to the process. I believe a candidate's time and efforts will be of greater value to the promotional process by requiring a relevant pre-assignment.

The tactical test will be scored with a minimum score of 70% or greater required to pass. The assessment center will also require a minimum score of 70% on each of the individual assessment areas. Candidates must pass all phases of the testing process, with a 70% or higher, to be placed on the eligibility list.

If authorized, the new process and weighted scoring will be as follows:

<u>SCORING</u>	<u>DESCRIPTION</u>
30%	Tactical Test
70%	Assessment Center, to include a pre-assignment

The process as approved by Civil Service at the September meetings is:

<u>SCORING</u>	<u>DESCRIPTION</u>
20%	Written Exam
20%	Tactical Test
60%	Assessment Center, may include a pre-assignment

The Department intends to utilize Ron Hiraki, of Human Resources Systems to administer the assessment center. Candidates on the eligibility list may be promoted only when all contractual requirements are met and in accordance with Civil Service Regulations.

MEMORANDUM
Police Department



City of Bothell™

DATE: October 17, 2017
TO: City of Bothell Civil Service Commission
FROM: Captain Denise Nielsen, Police Department
SUBJECT: Proposed Foreign Language Proficiency Testing

At the September 21, 2017 Civil Service Commission meeting, there was a discussion about awarding foreign language proficiency points to entry and lateral police officer candidates. Subsequent to the meeting, the Police Department conducted research into methods for testing foreign language proficiency. The Department requests approval from the Commission for the inclusion of foreign language proficiency testing and bonus points during the entry and lateral police officer testing process.

Prior to the Civil Service meeting, the practice of the City was to award one to three bonus points to police officer candidate testing scores. These bonus points were awarded based on each candidate's self-declared level of foreign language proficiency. Commissioners expressed general support for the idea of awarding bonus foreign language proficiency points; however, they were not comfortable with the existing process and criteria that was being utilized in determining when and how many points to add. More specifically, Commissioners were not comfortable with the practice of awarding points solely based on a candidate's self-asserted competency levels, without any actual assessment criteria or testing measure.

Commissioners asked the City to discontinue the practice of awarding foreign language fluency points until a more formalized process was developed. Commissioners wanted to ensure points were awarded based on consistent criteria, to include a proficiency verification procedure. Commissioners also requested the City attorney conduct a legal review of any future proposed practice.

After researching foreign language proficiency testing, the Police Department recommends the use of Language Testing International (LTI) for assessing entry and lateral police officer candidate foreign language proficiency. LTI provides accredited language assessments that are widely recognized and accepted by major corporations, academic institutions, and government agencies throughout the United States. Testing offered through LTI is designed to properly determine the specific proficiency level of an individual and ultimately to provide a valid and defensible language credential. LTI is on

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the GSA schedule. Current government clients include: NASA, U.S. Postal Service, U.S. Department of Defense, and U.S. Department of Homeland Security.

If approved by the Civil Service Commission, the following procedural steps would be implemented with the police officer testing process:

- On the supplemental questionnaire, the candidate indicates if they have intermediate or advanced foreign language oral proficiency, and if so, in which language(s).
- If foreign language proficiency is indicated, the Department will arrange for candidates who pass the oral board interview to take the LTI Oral Proficiency Interview test.
- The testing will be proctored by Department personnel and will take place at the Department.
- One of two formats will be utilized, depending on the foreign language indicated by the candidate. The format options are the standard OPI Test, which is conducted via telephone with a live rater, and the OPIc Test, which is conducted via computer.
- The Department will pay the fee for each candidate to take the test. Current fees established through GSA are: OPI \$109.12, OPIc \$57.43.
- Candidates who take the proficiency examination and are rated as "ACTFL Intermediate Mid or Intermediate High" will be awarded 2% bonus to their written examination score.
- Candidates who take the proficiency examination and receive a rating of "ACTFL Advanced Low, Advanced Mid, Advanced High, or Superior" will be awarded 4% bonus to their written examination score.

City Attorney, Paul Byrne conducted a legal review of the recommended process and advised he did not find any legal areas of risk or weakness. If approved, the Department intends to implement the process immediately.

ORAL PROFICIENCY LEVELS IN THE WORKPLACE

ACTFL Level	Language Functions	Corresponding Professions/Positions*	Examples of Who Is Likely to Function at This Level?
Superior	<i>Discuss topics extensively, support opinions, hypothesize. Deal with linguistically unfamiliar situation</i>	University Language Professor, Financial Services Marketing Consultant, Foreign Area Officer, Lawyer, Judge, Court Interpreter	<ul style="list-style-type: none"> Well-educated native speakers Educated language learners with extended professional and/or educational experience in the target language environment
Advanced High	<i>Narrate and describe in past, present and future and deal effectively with an unanticipated complication</i>	Physician, Human Resources Communications Consultant, Financial Services Senior Consultant, Quality Assurance Specialist, Marketing Manager, Financial Advisor, Broker, Military Linguist, Translation Officer	<ul style="list-style-type: none"> Language learners with graduate degrees in language or a related area and extended educational experience in target environment
Advanced Mid		Banking and Investment Services Customer Service Representative, Fraud Specialist, Account Executive, Medical Interpreter, Patient Advocate, Court Stenographer, Court Interpreter, Human Resources Benefits Specialist, Technical Service Agent, Collection Representative, Estimating Coordinator	<ul style="list-style-type: none"> Heritage speakers, informal learners, non-academic learners who have significant contact with language Undergraduate majors with year-long study in the target language culture
Advanced Low		K-12 Language Teacher, Nurse, Social Worker, Claims Processor, Police Officer, Maintenance Administrator, Billing Clerk, Legal Secretary, Legal Receptionist, 911 Dispatcher, Consumer Products Customer Services Representative, Retail Services Personnel	<ul style="list-style-type: none"> Undergraduate language majors
Intermediate High	<i>Create with language, initiate, maintain and bring to a close simple conversations by asking and responding to simple questions</i>	Policeman, Fireman, Utilities Installer, Auto Inspector, Aviation Personnel, Missionary, Tour guide	<ul style="list-style-type: none"> Language learners following 6-8 year sequences of study (AP, etc.) or 4-6 semester college sequence
Intermediate Mid		Cashier, Sales clerk (highly predictable contexts), Receptionist	<ul style="list-style-type: none"> Language learners following 4 year high school sequence or 2 semester college sequence Language learners following an immersion language program in grades K-6
Intermediate Low		Housekeeping Staff	
Novice High	<i>Communicate minimally with formulaic and rote utterances, lists and phrases</i>		<ul style="list-style-type: none"> Language learners following content-based language program in grades K-6
Novice Mid			<ul style="list-style-type: none"> Language learners following 2 years of high school language study
Novice Low			

LTI Language Testing International
 800.486.8444
 www.languagetesting.com

* The levels of proficiency associated with each of the positions above are minimal levels of oral proficiency based on task analyses. The minimal levels were determined by subject matter experts from companies and agencies who use ACTFL proficiency tests.

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4%

2%